

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 05/15/1989	NUMBER 04.03.102
SUBJECT SANITATION AND HOUSEKEEPING		SUPERSEDES PD-BCF-21.03	
		AUTHORITY MCLA 791.204; Administrative Rules 791.2205; 791.6641	
		ACA STANDARDS 2-4167; 2-4255 through 2-4259	
		PAGE 1 OF 5	

POLICY STATEMENT:

To establish facility sanitation and housekeeping standards.

REFERENCES:

Standards for Adult Correctional Institutions, American Correctional Association, Current Edition, as amended.
Michigan Safe Drinking Water Act, MCLA 3215.1001 et. seq., as amended.
Federal Clean Water Act, Public Law 92-500, as amended.
Michigan Water Resources Commission Act, MCLA 323.1 et. seq., as amended

FORMS USED:

CAH-950, "Sanitation Inspection" or other similar form.
CKO-119, "Notice of Room Condition"; CJO-857, Notice; or CJO-541 "Notice of Cell Condition."

RELATED POLICIES:

01.03.110 - Environmental and Waste Management Program
03.03.130 - Right of Clients to Humane Treatment and Living Conditions
04.05.120 - Segregation Standards

POLICY:

GENERAL

- A. Regular formalized inspection of facility buildings and grounds is essential to ensure good sanitation and housekeeping practices. Clean and sanitary conditions in a correctional facility occur as a result of well planned and organized cleaning procedures established and monitored by management staff. Cleaning schedules as well as cleaning procedures, shall state clearly and in detail what is to be cleaned, how it is to be cleaned, who is to clean it, and when the cleaning is to be done.
- B. Management staff shall regularly monitor the cleaning program to prevent deviation from cleaning schedules and correct cleaning procedures and to demonstrate management's commitment to good housekeeping practices.
- C. Wardens shall ensure maintenance of clean and healthful conditions in the facility and ensure staff are appropriately trained in housekeeping procedures.

GENERAL REQUIREMENTS

- D. Staff are responsible to regularly monitor housekeeping practices, water supply purity, water disposal and rodent and vermin control methods. Waste disposal and rodent and vermin control methods. Waste disposal and pest control procedures shall conform to Michigan Department of Public Health requirements.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/15/1989	NUMBER 04.03.102	PAGE 2 OF 5
-----------------------------------	------------------------------	---------------------	-------------

- E. Weekly sanitation inspections shall be conducted in all institution areas by a qualified department staff member using form (CAH-950), Sanitation Inspection or other similar form. The weekly inspection shall be in addition to the one outlined under "Staff Supervision" contained in 04.04.100, "Custody, Security and Safety Systems (Exempt)." For a definition of "qualified" personnel see Appendix C of ACA/CAC Manual of Standards for Adult Correctional Institutions.
- F. A written housekeeping procedure shall be developed for all facility areas including lobbies, public restrooms, parking lots, administrative areas, work areas and housing units.

WATER SUPPLY

Water Testing

- G. The institution's water source and supply, if owned and operated by the institution, shall be sampled at least monthly from wells and randomly selected taps by qualified personnel as required by the Michigan Safe Drinking Water Act. A laboratory analysis of monthly samples shall be obtained to ensure the water is potable. Institutions served by a municipal water system shall obtain annual written statements from the system's administrators or Michigan Department of Public Health attesting the water supply is safe and meets requirements of applicable laws and regulations.

Plumbing

- H. Plumbing installed after the effective date of this directive shall be sized, installed and maintained in accordance with Article 22, Basic Building Code (BOCA) - 1981, as amended. There shall be no cross connections between potable water supplies and nonpotable or questionable water supplies, nor shall there be a source of pollution through which potable water supplies might become contaminated. Antiback siphonage devices shall be installed to protect against backflow or back siphonage. Hoses shall not be attached to faucets unless a back siphonage prevention device has been installed. Pipe chases shall be maintained free of standing water and cleaned regularly as part of the cleaning regimen.

Water Temperature

- I. Each facility shall provide adequate hot (between 105°F and 120°F for sinks and between 100°F and 110°F for showers) and cold water in housing units as sinks, showers and water fountains.

SEWAGE, GARBAGE AND TRASH

Sewage

- J. Treatment of effluent and sewage shall be managed in compliance with the requirements of the Federal Clean Water Act, Public Law 92-500, as amended, and the Michigan Water Resources Commission Act, Public Act 245 of 1929, as amended.
- K. Sewage lines shall be properly closed and clean-out ports properly maintained.

Refuse

- L. Facility methods for handling and disposing of refuse, including garbage, rubbish, trash, ashes and other solid waste shall be in compliance with requirements of local and state agencies and 01.03.110 "Environmental and Waste Management Program".
- M. Storage areas for garbage and refuse containers shall be designed to permit thorough cleaning. Storage areas shall be large enough to accommodate all containers used for refuse management.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/15/1989	NUMBER 04.03.102	PAGE 3 OF 5
-----------------------------------	------------------------------	---------------------	-------------

Containers

- N. Garbage and refuse shall be kept covered in durable, easily cleaned, fire safe, pest proof containers that do not leak or absorb liquids. Plastic bags may be used to line garbage containers. Trash, garbage and refuse containers, except individual office or prisoner trash containers used inside buildings, shall be kept covered, emptied and cleaned daily, including Saturdays, Sundays and holidays. Containers stored outside the facility, as well as dumpsters and compactor systems, shall be easily cleaned, provided with tight fitting lids, doors or covers, and shall be kept covered or lined with closeable plastic bags.

Schedules

- O. Daily schedules for individual building garbage and trash removal shall be compatible with garbage and trash removal schedules for outside storage areas.

RODENT AND VERMIN CONTROL

- P. Licensed professional pest control persons shall be available to each institution for conducting regular inspections to identify and eliminate conditions favorable to pests and to safely and effectively eradicate insects, rodents or other vermin. Birds, cats, dogs, and other animals, except those raised for food on institution farms or those involved in vocational training programs, shall not be fed, housed or watered at correctional facilities. Pest control procedures shall include provisions for employees and prisoners to report pests or pest droppings found in the facility. Prompt corrective action shall be taken to ensure eradication of pests.

HOUSEKEEPING PROCEDURES

- Q. Wardens shall ensure procedures are developed that require:
1. A cleaning schedule for each area of the facility.
 2. Specific tasks are identified for prisoners and staff assigned to housekeeping duties. When possible each facility shall maintain small work crews within sub-units to accomplish housekeeping tasks along with painting and minor maintenance.
 3. A time schedule for task completion.
 4. Specific instructions including cleaning techniques and correct formulae for cleaning solutions for cleaning:
 - a. Floors, ceilings and doors
 - b. Prisoner cells, rooms or dormitories
 - c. Walls and windows
 - d. Toilet and shower facilities
 - e. Equipment
 - f. General storage areas
 - g. Food preparation areas
 - h. Eating areas

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/15/1989	NUMBER 04.03.102	PAGE 4 OF 5
-----------------------------------	------------------------------	---------------------	-------------

- i. Food storage areas
 - j. Health care service areas
- 5. Waste disposal procedures which provide for collection, storage and disposal of liquid and solid waste accumulation.
- 6. Instructions for acquisition, use storage, security and dispensing of cleaning supplies and equipment.
- 7. Rodent and vermin control procedures.
- 8. Follow-up procedures that ensure correction of noted deficiencies.
- R. Facility housekeeping plans shall be approved by the Warden or designee. Copies of approved housekeeping plans shall be distributed and maintained in each housing unit.

INSPECTIONS

- S. Wardens shall ensure the facility is inspected at least weekly by qualified inspectors. The inspection shall ensure:
 - 1. All areas of the facility are clean, orderly and vermin free.
 - 2. Lighting, ventilation, heating and cooling equipment function properly.
 - 3. No fire, safety or health hazards exist.
 - 4. Plumbing equipment operates properly.
- T. Prior to each new inspection inspecting staff shall review previously reported deficiencies to determine if necessary corrections have been made. An inspection report shall be prepared by the inspecting staff person and forwarded to the Warden or designee which identifies areas found seriously deficient in housekeeping sanitation including areas previously reported deficient which remain uncorrected.
- U. At each facility a safety/sanitation specialist shall conduct a comprehensive and thorough monthly inspection of all institution areas and submit a report to the Warden. The Camp Program Warden or Deputy Warden shall inspect each camp on a quarterly basis.
- V. Each facility shall be inspected at least annually by federal, state or local sanitation and health officials or other qualified persons and a report submitted to the appropriate Assistant Deputy Director affirming compliance with all applicable laws and regulations of the governing jurisdiction regarding housekeeping sanitation, including rodent and vermin control.

Resident Unit Manager (RUM)

- W. Resident Unit Managers and Camp Supervisors have direct supervisory responsibility for applicable maintenance and housekeeping tasks and shall ensure:
 - 1. Supervision of staff and prisoner workers in the housing unit. Responsibility for housekeeping may be delegated to appropriate staff.
 - 2. Prisoners are clearly informed of their responsibility for general housekeeping in their individual cells, rooms or immediate living area in dormitories and that each prisoner appropriately cleans their respective area on a routine basis. A noncompliant prisoner shall be issued an unsatisfactory cell or room condition report form CJO-857, CJO-541, or CKO-119, whichever is

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/15/1989	NUMBER 04.03.102	PAGE 5 OF 5
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appropriate, and in the case of continued noncompliance, shall be issued a misconduct report.

3. Appropriate cleaning supplies and equipment are available to perform the required tasks and are controlled in accordance with 01.03.110 "Environmental and Waste Management Program" and 04.04.120 "Tool Control".
4. Cells, rooms and immediate living areas in dormitories and common areas in the living unit are inspected daily. Deficiencies shall be monitored and corrected immediately. Serious deficiencies shall be reported to the Warden or designee.

Housing Unit Sergeants

- X. Housing Unit Sergeants (when applicable) are responsible to the RUM for supervision of day-to-day housekeeping tasks by officers and prisoner workers. Housing Unit Sergeants shall maintain work schedules for prisoner workers and staff and ensure by personal inspection and follow up that tasks are completed. When Housing Unit Sergeants are not a part of the staff complement, RUMs or Assistant Resident Unit Managers (ARUMs) shall assume supervisory responsibility.
- Y. Camp Program Shift Supervisors are responsible to the Camp Supervisor for supervision of day-to-day housekeeping tasks.

Resident Unit Officers (RUO)

- Z. Resident Unit Officers shall be assigned specific areas of responsibility for purposes of housekeeping and sanitation including instruction and supervision of prisoner workers, cleaning procedures and provision of supplies and equipment. Officers shall ensure personal cells, rooms and individual living areas in dormitories are maintained in a sanitary condition by their occupants. Resident Unit Officers shall also be responsible to ensure cells, rooms or individual living areas in dormitories are cleaned and the mattress and pillow sanitized prior to assignment to a prisoner.
- AA. Prisoners assigned housekeeping tasks in common areas shall receive appropriate training for the assigned tasks. On a daily basis common areas shall be swept and shower and toilet areas maintained in clean condition.

Prisoners

- BB. Prisoners shall be responsible for:
 1. Cleanliness and orderliness in their individual living area, including walls, floors, sinks, toilet, windows, bed, locker and other property kept within the living area.
 2. Proper care and use of cleaning materials and equipment issued by the RUM or designee.
 3. Sweeping the floor in their individual living area daily and depositing accumulated trash in designated trash containers located in the housing unit.
 4. Ensuring no flammable or combustible curtains, blankets, sheeting, paper, cellophane, cardboard, plywood or similar items are hung on cell or room walls, doors, windows, bars or on beds.

OPERATING PROCEDURE

- CC. Wardens shall ensure that within 60 days of its effective date procedures implementing this policy directive are developed and forwarded to the appropriate Assistant Deputy Director, BCF.